Gateway

User instructions for Co-ordinators

September 2015 version 1

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Gateway

Introduction

These instructions cover all aspects of the Gateway system. Pages 4 – 10 cover the main functions which enable you to log on to the system and submit your claims. The remainder are to help you navigate the system to access claims already processed.

Should you have any difficulties with these instructions or the Gateway system please contact us at unitawardscheme@aqa.org.uk or 01423 534235

Terminology

New	**Old**
Claim Form	Assessment Form
Cohort	Group of Students on an Assessment Form
Learner	Student

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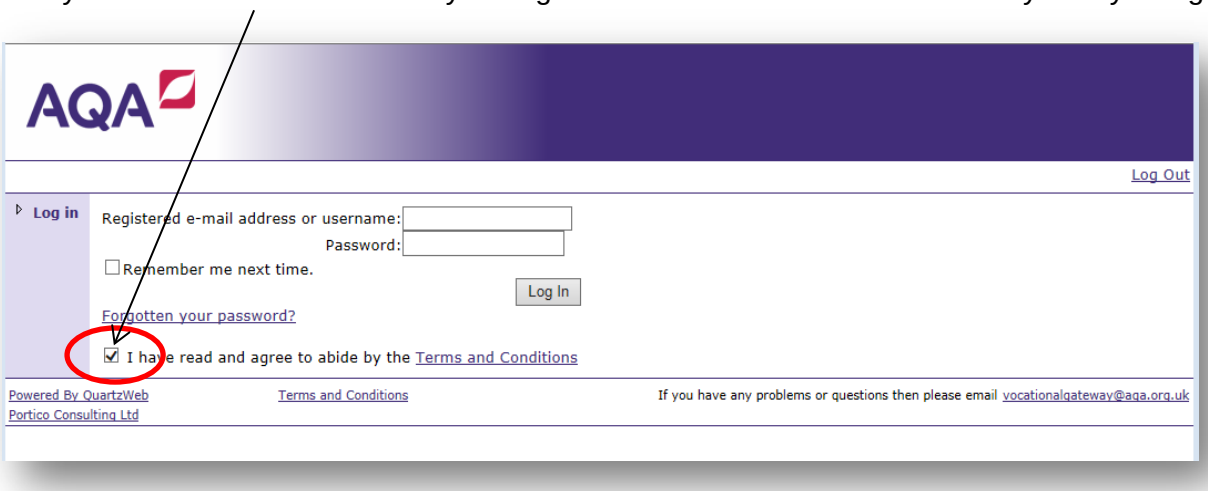
Gateway

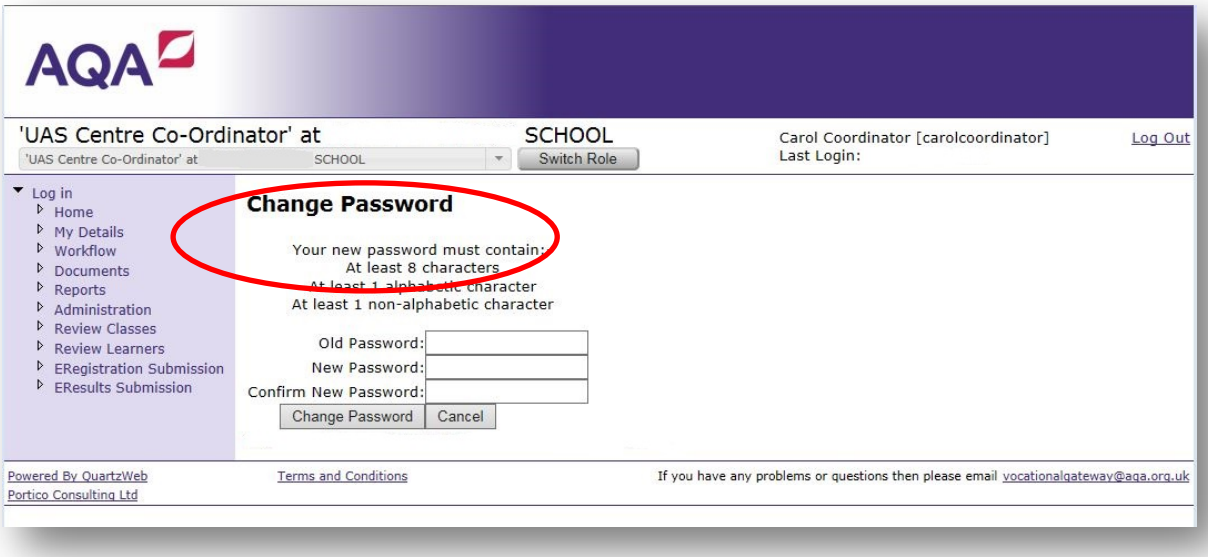
Logging on

You will receive a link to Gateway and your username and password from the Unit Award Scheme via e-mail. Please save the link to Gateway to your Favourites

Before entering your username and password, first acknowledge that you have read and agree to abide by the Terms and Conditions by ticking the box. You must tick this box every time you logon.


AQA
Log Out
Log in
Registered e-mail address or username:
Password:
Remember me next time.
Log In
Forgotten your password?
I have read and agree to abide by the Terms and Conditions
Powered By QuartzWeb
Portico Consulting Ltd
Terms and Conditions
If you have any problems or questions then please email vocationalgateway@aqa.org.uk

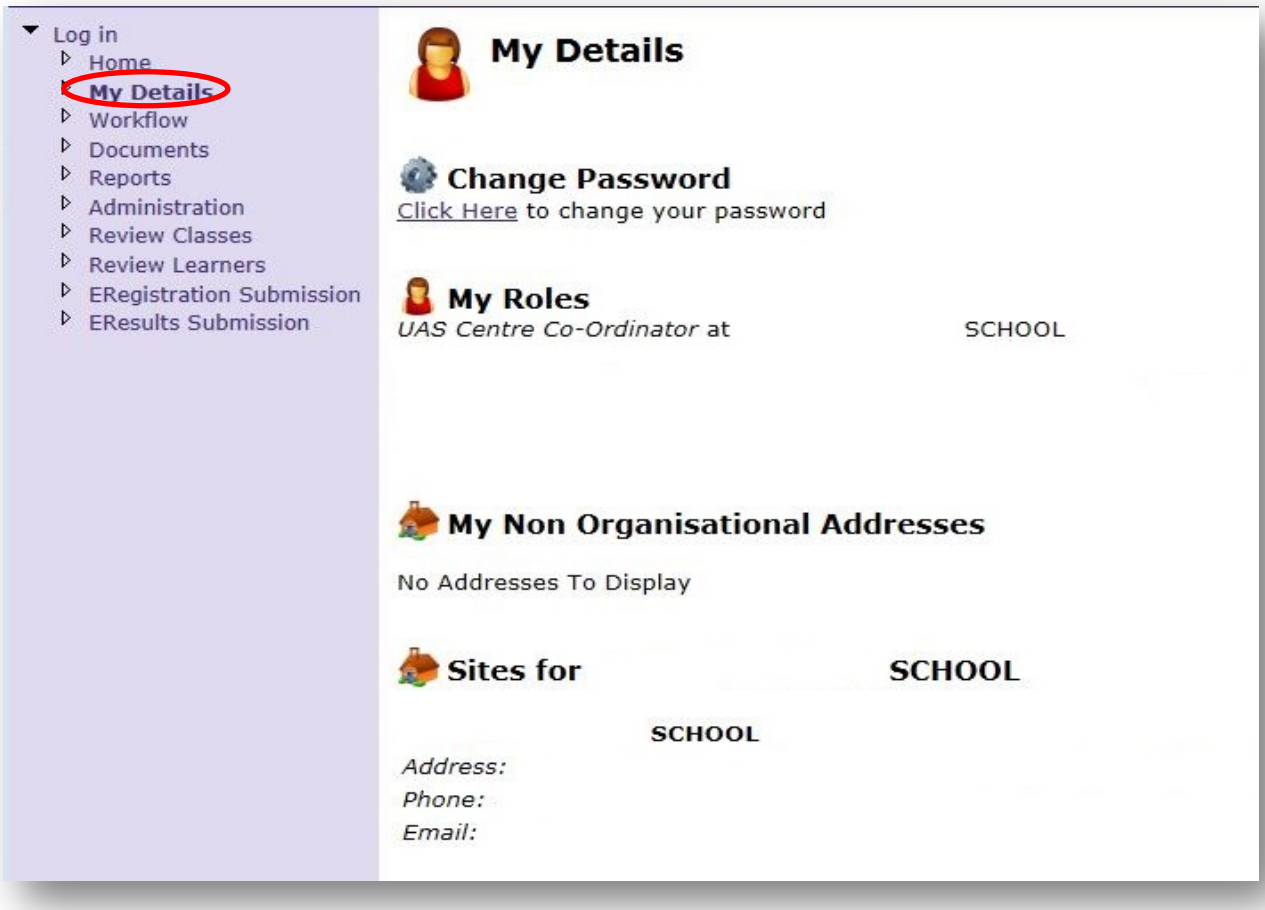
The first time that you log in, you will be asked to change your password.



Your password must contain at least eight characters, consisting of at least one alphabetical character and one non-alphabetical character.

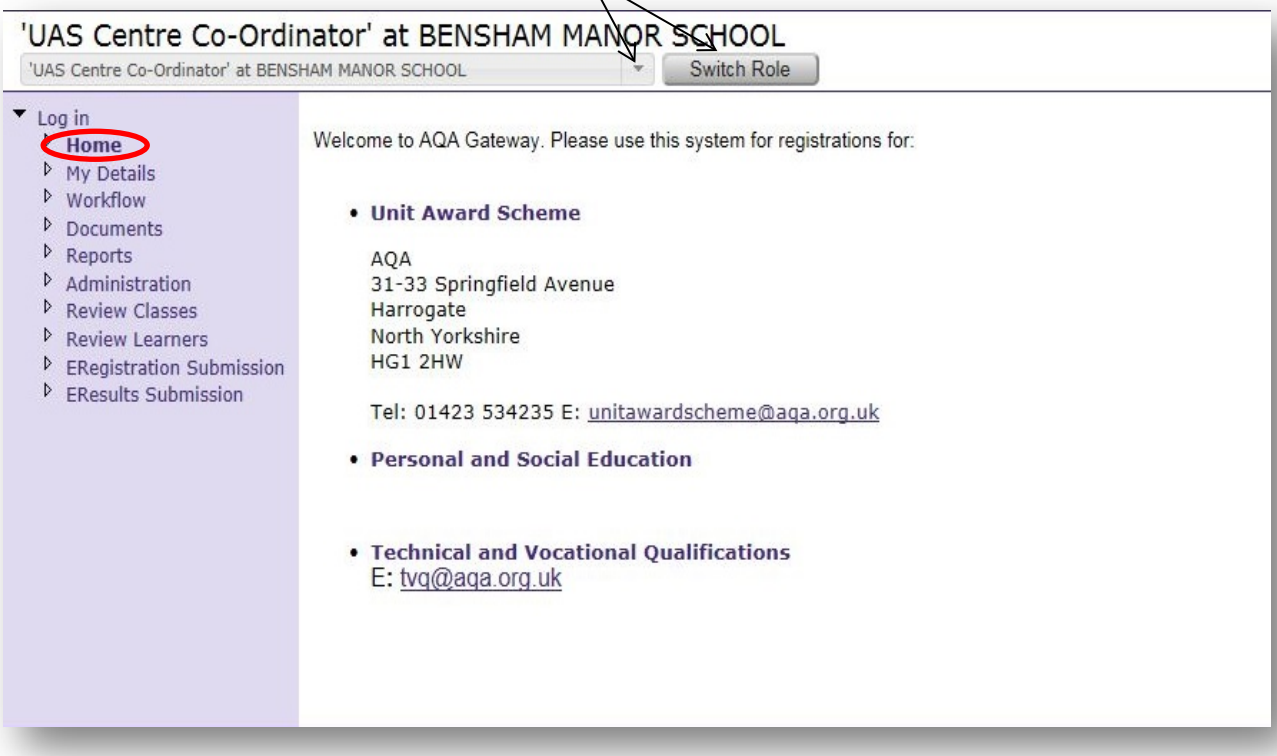
Once you have changed your password, you will automatically be taken to the **My Details** screen.

Please note – You will only be directed here the **first** time that you log on.



The next time you log on (and thereafter) you will be taken to the **Home** screen. Here you will find details of how to contact the Unit Award Scheme at AQA. There are details for PSE and TVQ also held here. You can ignore these.

If you are a Co-ordinator at more than one centre, you will need to ensure you are in the correct centre and switch if necessary. To do this, select the dropdown, find the centre you wish to administer and select **Switch Role**.



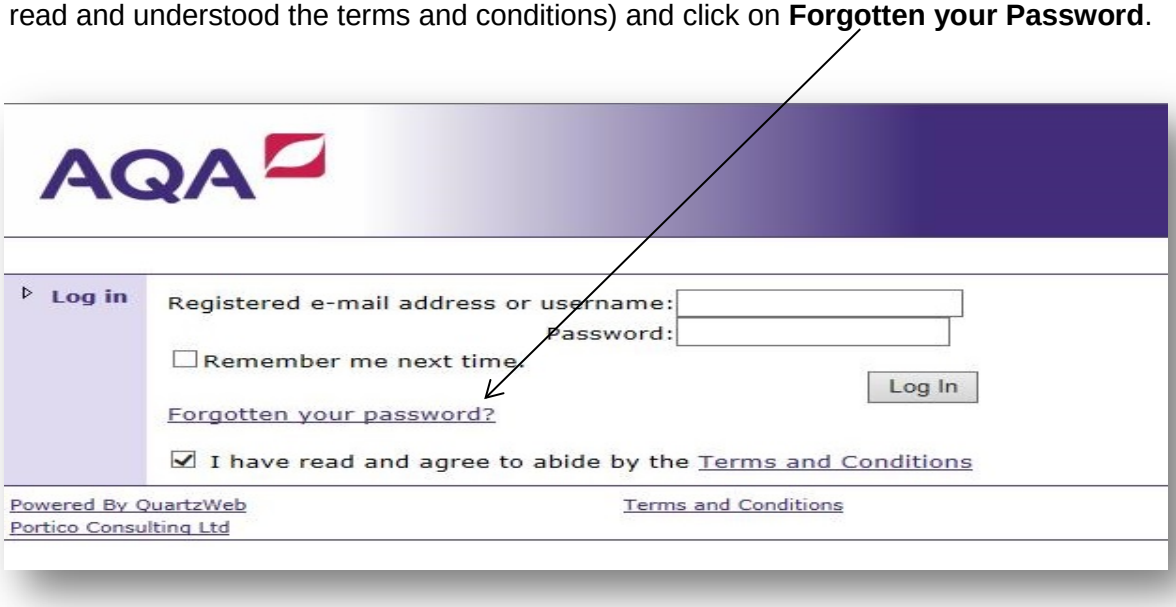
When you switch role, no matter which screen you are in at the time, you will be taken back to the **Home** screen.

[Go to uploading a Claim]

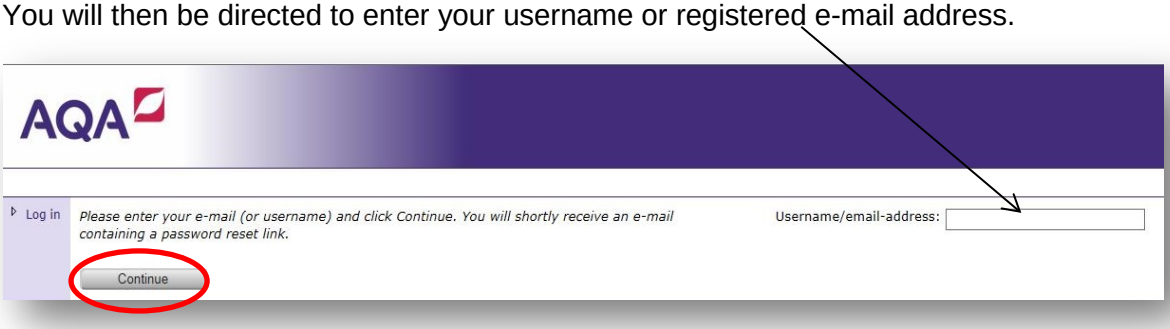
Gateway

Forgotten Password

If you have forgotten your password, type in your username in the usual way (selecting you have read and understood the terms and conditions) and click on **Forgotten your Password**.



You will then be directed to enter your username or registered e-mail address.


AQA
Log in
Please enter your e-mail (or username) and click Continue. You will shortly receive an e-mail containing a password reset link.
Username/email-address:
Continue

Click **Continue**. You will see the following message.

AQA
Log in
You will shortly receive an e-mail containing a password reset link. Click on the link in the e-mail to set your password, and log on.
AQA 31-33 Springfield Avenue, Harrogate HG1 2HW
Visit our website and find out more about us at aqa.org.uk

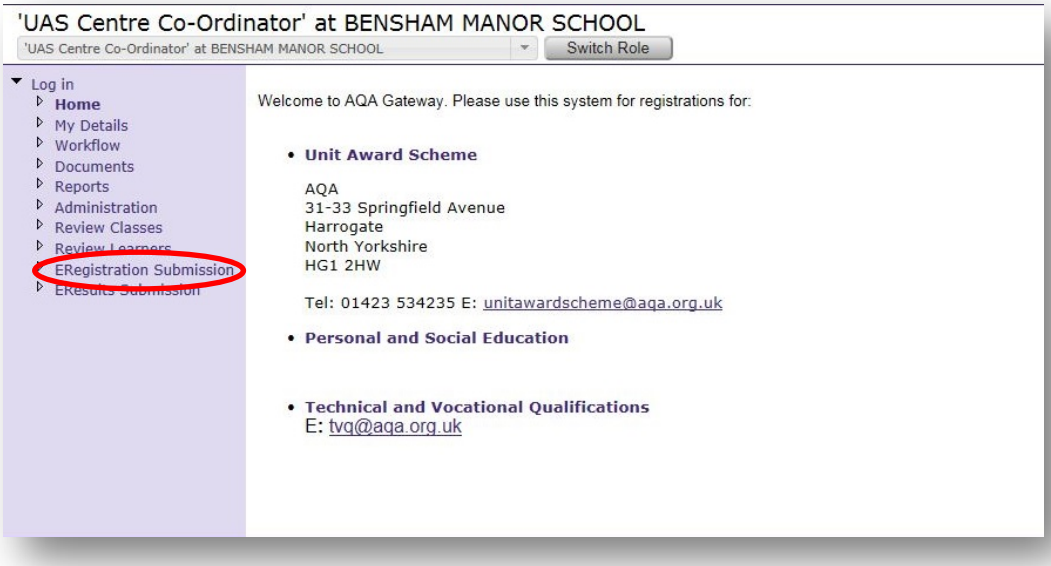
Click on the link in the e-mail to reset your password.

Go back to contents page

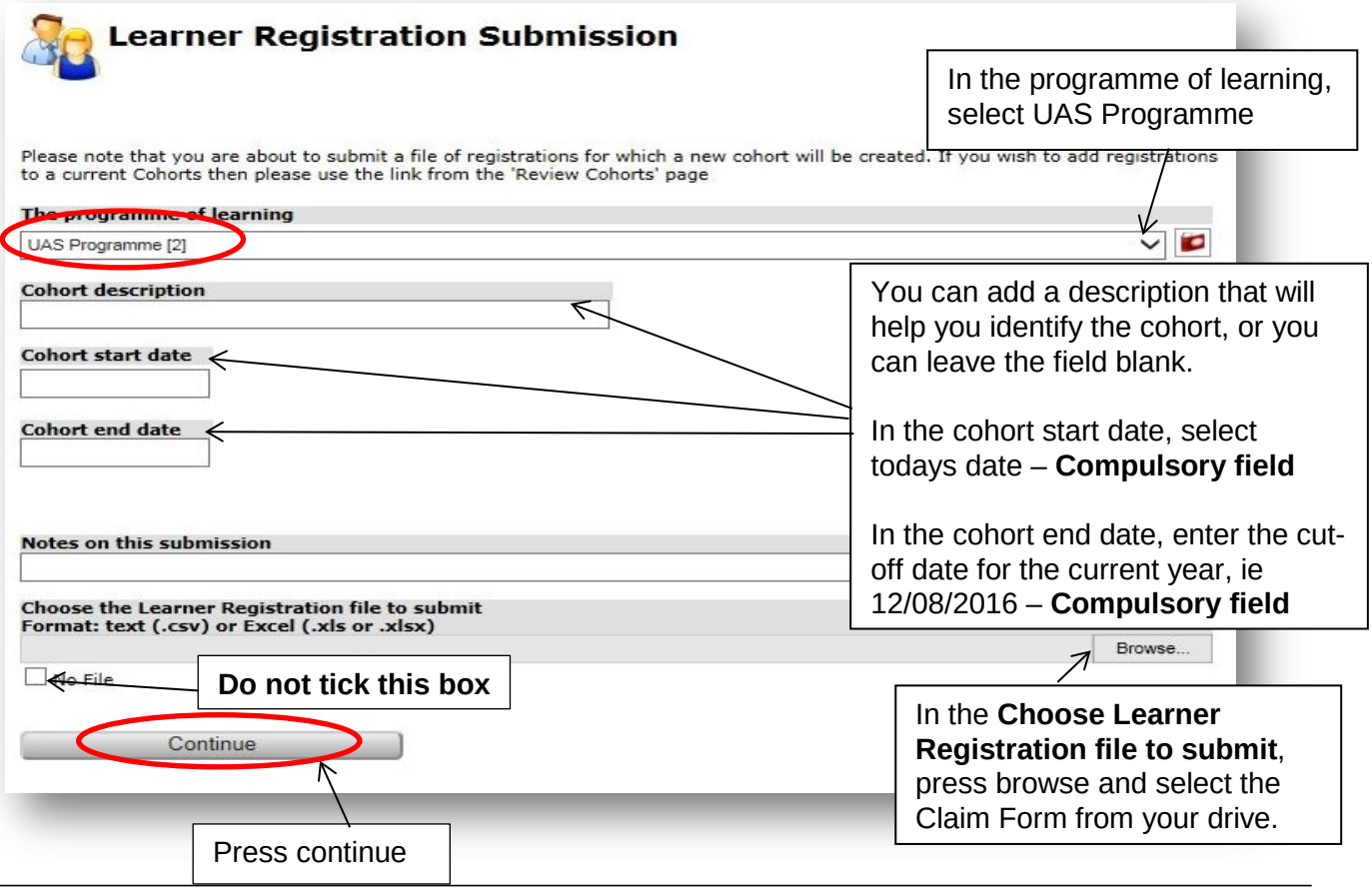
Gateway

Uploading a Claim Form

You will only be able to make submissions using the current Claim Form found in the Administer page of the UAS website.



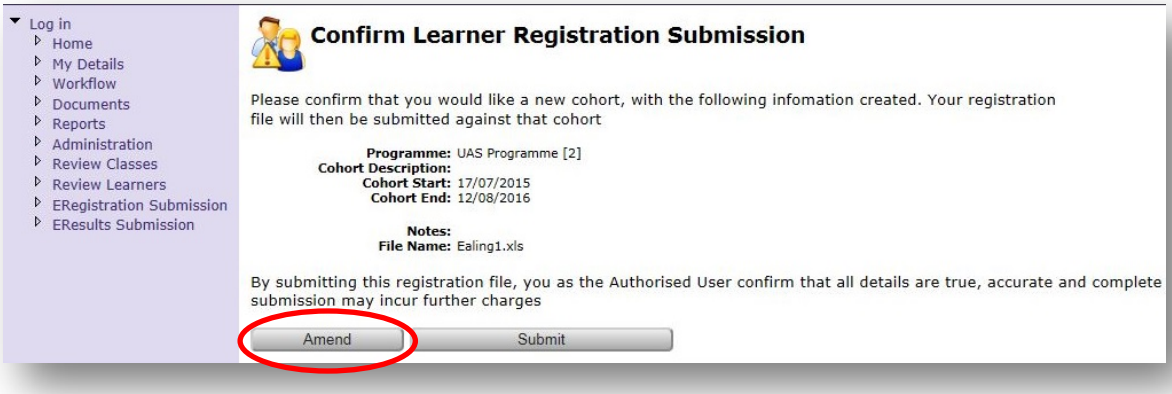
Select **E Registration Submission** from the menu on the left. You will be taken to the following screen.


Learner Registration Submission
In the programme of learning, select UAS Programme
Please note that you are about to submit a file of registrations for which a new cohort will be created. If you wish to add registrations to a current Cohorts then please use the link from the 'Review Cohorts' page
The programme of learning
UAS Programme [2]
Cohort description
Cohort start date
Cohort end date
You can add a description that will help you identify the cohort, or you can leave the field blank.
In the cohort start date, select todays date – Compulsory field
In the cohort end date, enter the cut-off date for the current year, ie 12/08/2016 – Compulsory field
Notes on this submission
Choose the Learner Registration file to submit
Format: text (.csv) or Excel (.xls or .xlsx)
Browse...
No File
Do not tick this box
In the Choose Learner Registration file to submit, press browse and select the Claim Form from your drive.
Continue
Press continue

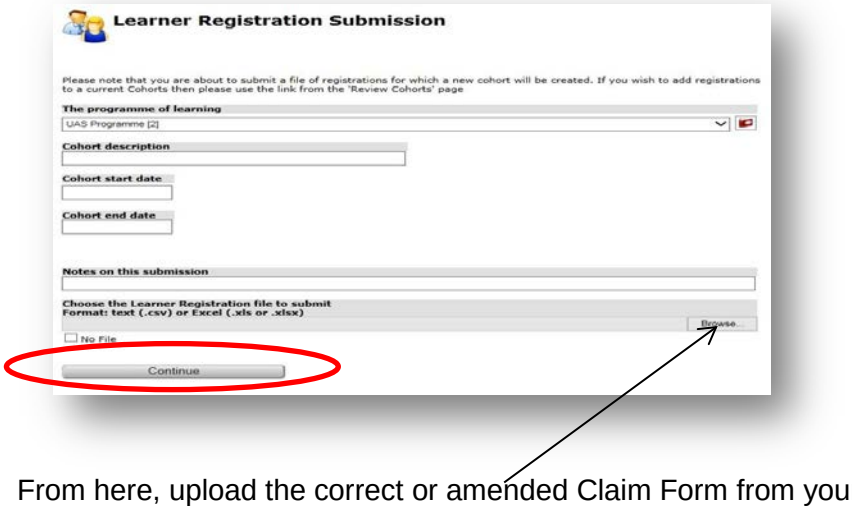
In the **Confirm Learner Registration Submission** screen, you can amend the file or submit.

If you realise there is an error on the Claim Form, or you have uploaded the wrong Claim Form, select **Amend** before submitting. Once submitted, there is no option to change a Claim Form or add learners and/or units.

To confirm the Claim Form is correct, press **Submit**. See page 10*

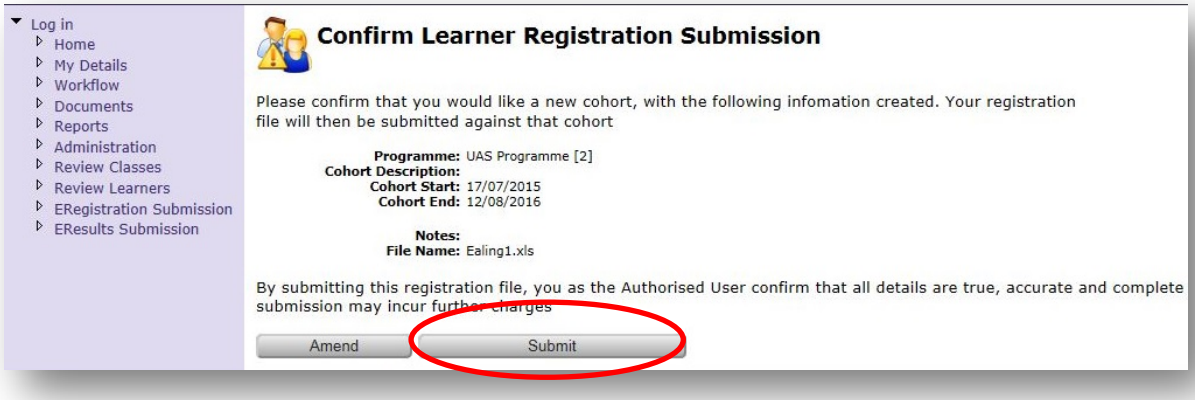

Log in
Home
My Details
Workflow
Documents
Reports
Administration
Review Classes
Review Learners
ERegistration Submission
EResults Submission
Confirm Learner Registration Submission
Please confirm that you would like a new cohort, with the following infomation created. Your registration file will then be submitted against that cohort
Programme: UAS Programme [2]
Cohort Description:
Cohort Start: 17/07/2015
Cohort End: 12/08/2016
Notes:
File Name: Ealing1.xls
By submitting this registration file, you as the Authorised User confirm that all details are true, accurate and complete submission may incur further charges
Amend
Submit

By selecting **Amend**, you will return to **Learner Registration Submission** and Gateway will have automatically removed the copy you previously uploaded.


Learner Registration Submission
Please note that you are about to submit a file of registrations for which a new cohort will be created. If you wish to add registrations to a current Cohorts then please use the link from the 'Review Cohorts' page
The programme of learning
UAS Programme [2]
Cohort description
Cohort start date
Cohort end date
Notes on this submission
Choose the Learner Registration file to submit
Format: text (.csv) or Excel (.xls or .xlsx)
Browse...
No File
Continue

From here, upload the correct or amended Claim Form from your PC. Select **Continue**

You will return to **Confirm Learner Registration Submission**


Log in
Home
My Details
Workflow
Documents
Reports
Administration
Review Classes
Review Learners
ERegistration Submission
EResults Submission
Confirm Learner Registration Submission
Please confirm that you would like a new cohort, with the following infomation created. Your registration file will then be submitted against that cohort
Programme: UAS Programme [2]
Cohort Description:
Cohort Start: 17/07/2015
Cohort End: 12/08/2016
Notes:
File Name: Ealing1.xls
By submitting this registration file, you as the Authorised User confirm that all details are true, accurate and complete submission may incur further charges
Amend
Submit

Select **Submit**

*You will see the onscreen confirmation message below.

Learner Registration Submission Confirmation
A new cohort [2868] with a start date of 13/07/2015 on programme [2] UAS Programme has been created.
Learner Registrations file ref:22549 has been submitted.
View Cohort

You will also receive an email confirming your submission. If you don't receive an email, check your junk mail.

Please note: you will not need to use the **View Cohort** button. Please see page 16 **Review Classes**.

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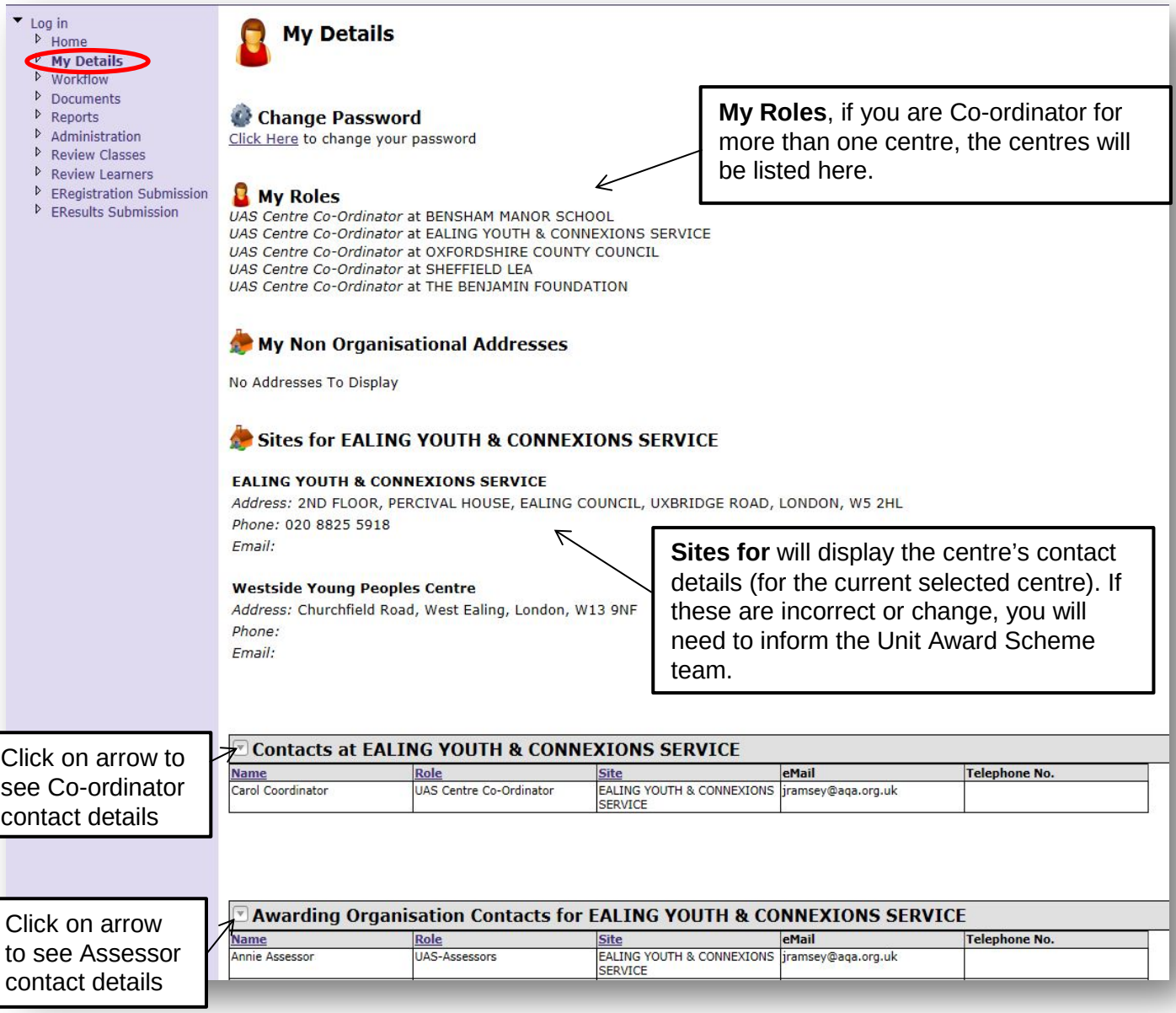
Gateway

Screen Walkthrough

My Details


Log in
Home
My Details
Workflow
Documents
Reports
Administration
Review Classes
Review Learners
ERegistration Submission
EResults Submission
My Details
Change Password
Click Here to change your password
My Roles
UAS Centre Co-Ordinator at BENSHAM MANOR SCHOOL
UAS Centre Co-Ordinator at EALING YOUTH & CONNEXIONS SERVICE
UAS Centre Co-Ordinator at OXFORDSHIRE COUNTY COUNCIL
UAS Centre Co-Ordinator at SHEFFIELD LEA
UAS Centre Co-Ordinator at THE BENJAMIN FOUNDATION
My Non Organisational Addresses
No Addresses To Display
Sites for EALING YOUTH & CONNEXIONS SERVICE
EALING YOUTH & CONNEXIONS SERVICE
Address: 2ND FLOOR, PERCIVAL HOUSE, EALING COUNCIL, UXBRIDGE ROAD, LONDON, W5 2HL
Phone: 020 8825 5918
Email:
Westside Young Peoples Centre
Address: Churchfield Road, West Ealing, London, W13 9NF
Phone:
Email:
Contacts at EALING YOUTH & CONNEXIONS SERVICE
Name | Role | Site | eMail | Telephone No.
Carol Coordinator | UAS Centre Co-Ordinator | EALING YOUTH & CONNEXIONS SERVICE | jramsey@aqa.org.uk
Awarding Organisation Contacts for EALING YOUTH & CONNEXIONS SERVICE
Name | Role | Site | eMail | Telephone No.
Annie Assessor | UAS-Assessors | EALING YOUTH & CONNEXIONS SERVICE | jramsey@aqa.org.uk

My Roles, if you are Co-ordinator for more than one centre, the centres will be listed here.

Sites for will display the centre's contact details (for the current selected centre). If these are incorrect or change, you will need to inform the Unit Award Scheme team.

Click on arrow to see Co-ordinator contact details

Click on arrow to see Assessor contact details

The dropdown fields at the bottom of the screen display contact details for yourself and your Assessor.

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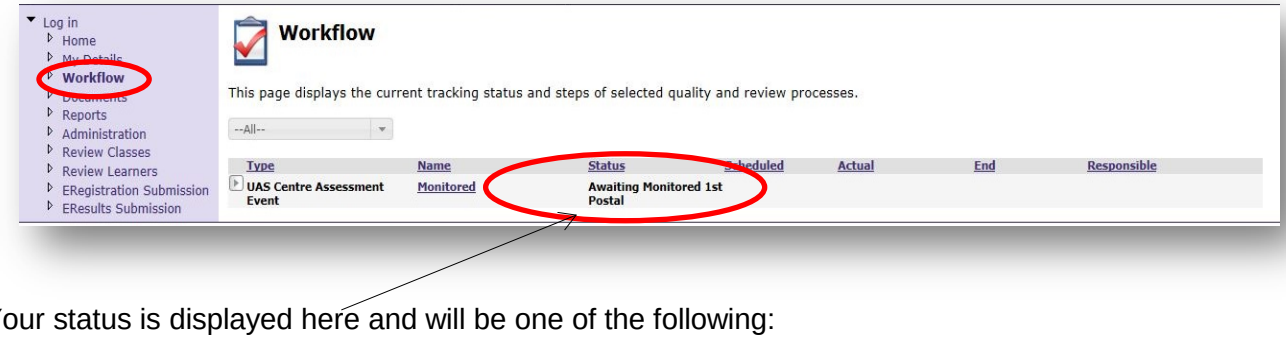
Workflow

The Workflow screen enables you to see what status (Monitored, 2nd Postal…) your selected centre is at.



Your status is displayed here and will be one of the following:

Initial Visit – for centres new to the scheme who have not yet made their first claim submission and are waiting for an Assessor visit.

1st Postal – for new centres whose next submission, their second, needs to be verified by a UAS Assessor.

2nd Postal – for new centres whose next submission, needs to be verified by a UAS Assessor **or** for centres returning to the scheme after a long period of absence.

3rd Postal – only for centres where at 2nd postal there are still some concerns as to the consistency of assessment or there are still some administrative issues to be resolved.

Monitored – for centres that are now able to submit their claims directly to AQA without Assessor verification during the academic year.

Awaiting Monitored 1st Postal – all centres, previously at monitored status, will be set to this status at the start of each academic year, ie Sept. This is because the first assessment of each academic year must be submitted for verification by a UAS Assessor.

If you have any queries regarding the status of your centre please contact the UAS team.

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Documentation

This page allows you to upload documents from your computer to Gateway and to view your Assessor reports.

Submit Document

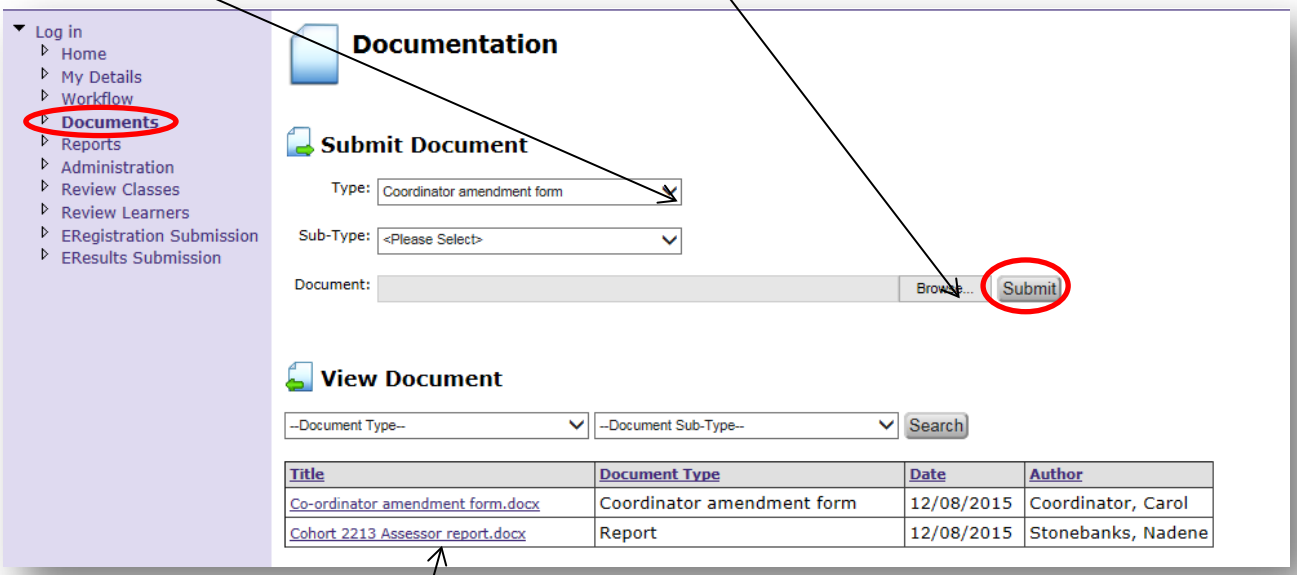
The only document type currently available for upload is:

Co-ordinator Amendment Form

The **Co-ordinator Amendment Forms** can be found in **Administer** on our website**.**

Please name your file - Coordinator Amend Form Centre ***** (your centre number)

To upload a Co-ordinator amendment form, select **Co-ordinator Amendment Form** from the **Type** dropdown menu. Use **Browse** to find the form on your PC and click on **Submit**.



View Document

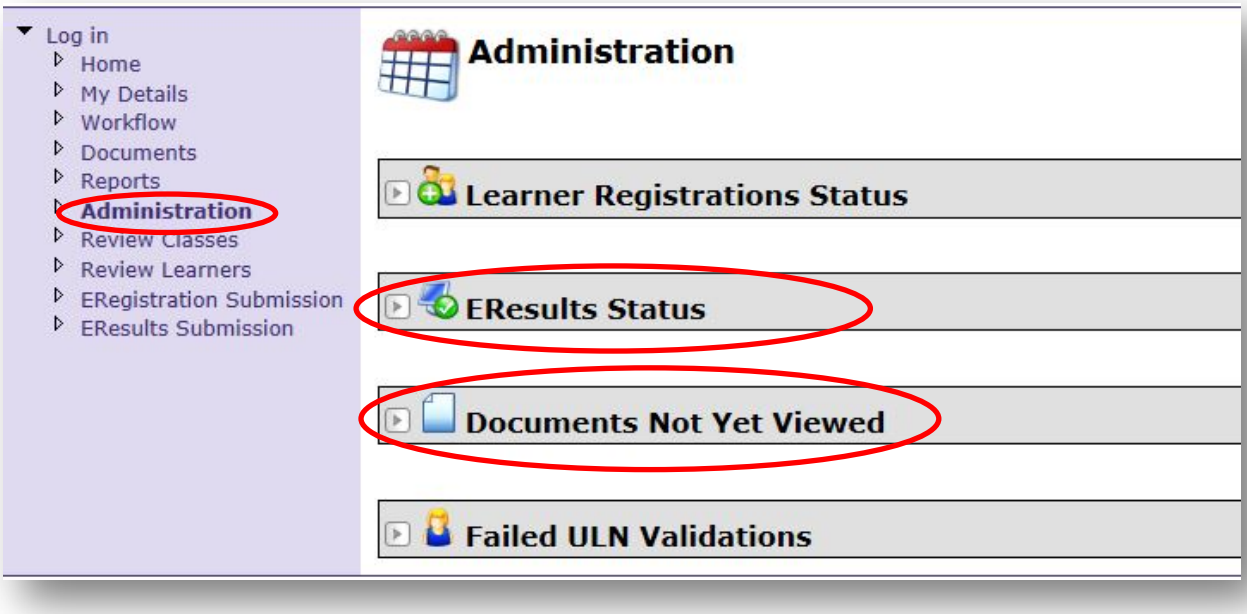
You will now be able to view your uploaded Co-ordinator Amendment Form by clicking on the hyperlink.

Once you receive certificates for a cohort, the Assessor report will also be available to view. The report will contain the Cohort ID in its title. To view the report, click on the hyperlink.

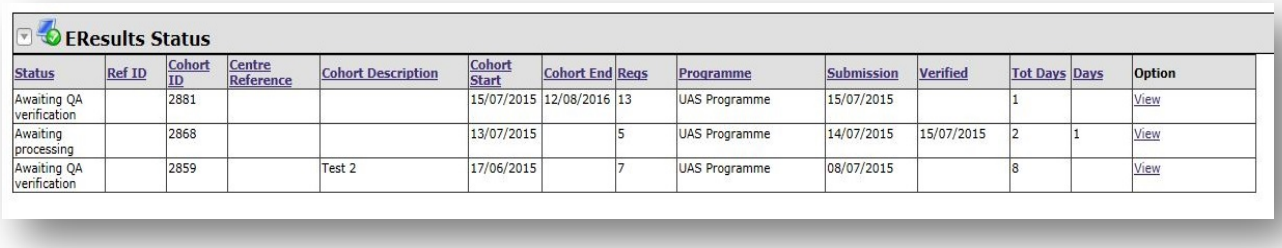
Go back to contents page

Administration

When viewing the **Administration** screen, there are two screens you will find useful. These are **EResults Status** and **Documents Not Yet Viewed**.



The **EResults Status** shows your cohorts at various stages of their submission



EResults Status

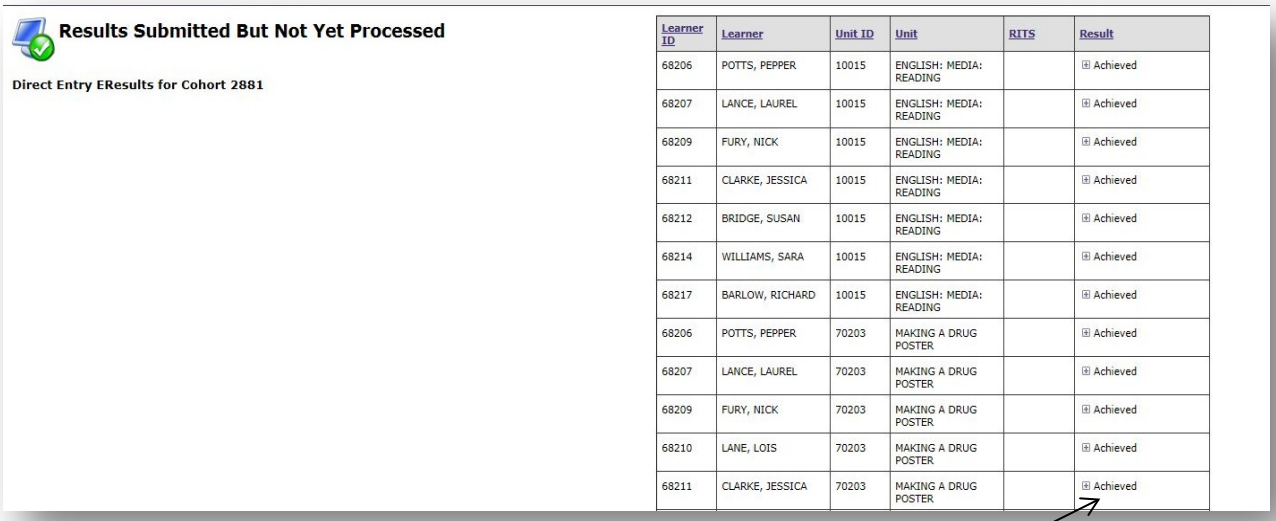
Status	Ref ID	Cohort ID	Centre Reference	Cohort Description	Cohort Start	Cohort End	Reqs	Programme	Submission	Verified	Tot Days	Days	Option
Awaiting QA verification		2881			15/07/2015	12/08/2016	13	UAS Programme	15/07/2015		1		View
Awaiting processing		2868			13/07/2015		5	UAS Programme	14/07/2015	15/07/2015	2	1	View
Awaiting QA verification		2859		Test 2	17/06/2015		7	UAS Programme	08/07/2015		8		View

Awaiting QA verification – Your submission is with your Assessor, once verified this will change to Awaiting Processing

Awaiting Processing – Your submission is with AQA, either because you are a monitored centre or your Assessor has verified your claim. The **Verified** column shows the date it was verified by your Assessor

Returned Awaiting Resubmission – There may be a problem with your submission. We will contact you if you need to take further action.

Click the **View** link in the **Option** column to be taken to the following screen.



Results Submitted But Not Yet Processed

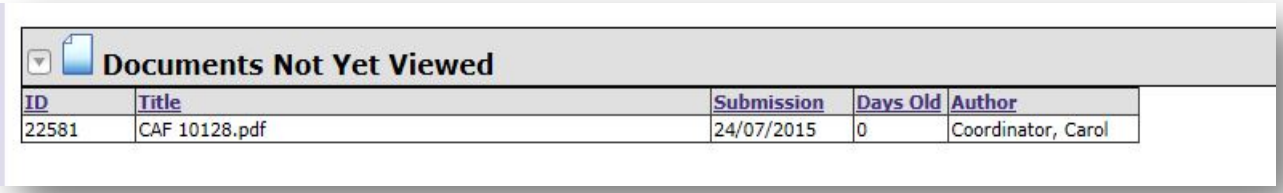
Direct Entry EResults for Cohort 2881

Learner ID	Learner	Unit ID	Unit	RITS	Result
68206	POTTS, PEPPER	10015	ENGLISH: MEDIA: READING		Achieved
68207	LANCE, LAUREL	10015	ENGLISH: MEDIA: READING		Achieved
68209	FURY, NICK	10015	ENGLISH: MEDIA: READING		Achieved
68211	CLARKE, JESSICA	10015	ENGLISH: MEDIA: READING		Achieved
68212	BRIDGE, SUSAN	10015	ENGLISH: MEDIA: READING		Achieved
68214	WILLIAMS, SARA	10015	ENGLISH: MEDIA: READING		Achieved
68217	BARLOW, RICHARD	10015	ENGLISH: MEDIA: READING		Achieved
68206	POTTS, PEPPER	70203	MAKING A DRUG POSTER		Achieved
68207	LANCE, LAUREL	70203	MAKING A DRUG POSTER		Achieved
68209	FURY, NICK	70203	MAKING A DRUG POSTER		Achieved
68210	LANE, LOIS	70203	MAKING A DRUG POSTER		Achieved
68211	CLARKE, JESSICA	70203	MAKING A DRUG POSTER		Achieved

Please note, the learners and units displayed here are those that you **submitted** for this cohort but **have not** yet been **processed** or **awarded** regardless of the status. The Achieved status shown in the **Result** column, is **not** the final outcome for your cohort.

The cohort will be removed from the **EResults Status** list once it has been verified by the Assessor, if applicable and processed and awarded by AQA.

The **Documents not yet viewed** shows any Co-ordinator Amendment Forms you have uploaded for the attention of UAS which have not yet been actioned.



Documents Not Yet Viewed

ID	Title	Submission	Days Old	Author
22581	CAF 10128.pdf	24/07/2015	0	Coordinator, Carol

These will disappear once processed by UAS.

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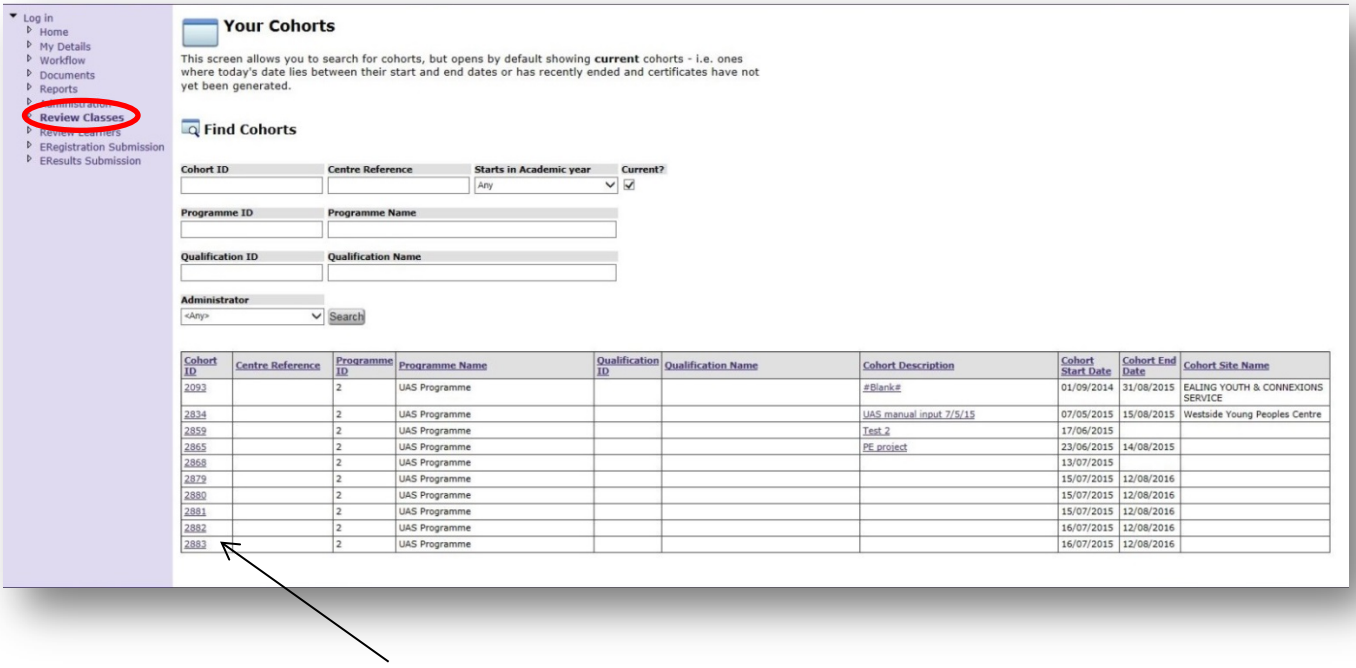
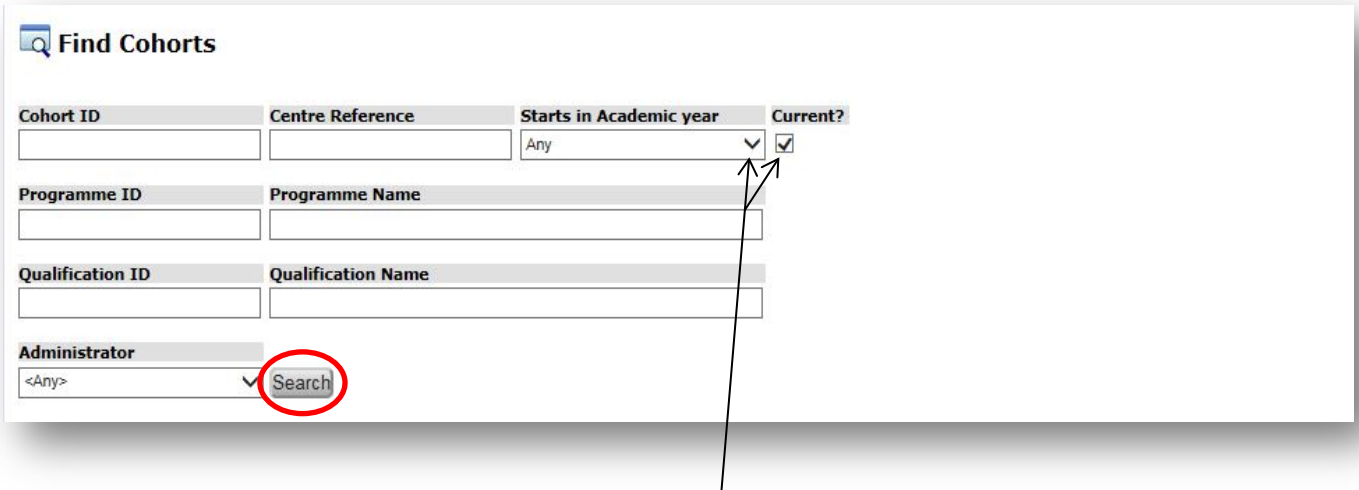
Review Classes

The Review Classes screen allows you to view or search for ALL of the cohorts you have submitted, including those that have been awarded for the current academic year.


Log in
Home
My Details
Workflow
Documents
Reports
Review Classes
EResults Submission
Your Cohorts
This screen allows you to search for cohorts, but opens by default showing current cohorts - i.e. ones where today's date lies between their start and end dates or has recently ended and certificates have not yet been generated.
Find Cohorts
Cohort ID
Centre Reference
Starts in Academic year
Current?
Any
Programme ID
Programme Name
Qualification ID
Qualification Name
Administrator
<Any>
Search
Cohort ID
Centre Reference
Programme ID
Programme Name
Qualification ID
Qualification Name
Cohort Description
Cohort Start Date
Cohort End Date
Cohort Site Name
2093 2 UAS Programme #Blank# 01/09/2014 31/08/2015 EALING YOUTH & CONNEXIONS SERVICE
2834 2 UAS Programme UAS manual input 7/5/15 07/05/2015 15/08/2015 Westside Young Peoples Centre
2859 2 UAS Programme Test 2 17/06/2015
2865 2 UAS Programme PE project 23/06/2015 14/08/2015
2868 2 UAS Programme 13/07/2015
2879 2 UAS Programme 15/07/2015 12/08/2016
2880 2 UAS Programme 15/07/2015 12/08/2016
2881 2 UAS Programme 15/07/2015 12/08/2016
2882 2 UAS Programme 16/07/2015 12/08/2016
2883 2 UAS Programme 16/07/2015 12/08/2016

To view a cohort, click on its ID.

For cohorts not automatically listed (ie from a previous academic year), you can use the search function **Find Cohorts**.



From the dropdown, select the academic year you wish to view and remove the tick from **Current**. Click on **Search**. You will only be able to search back to 2014/15.

No Results will appear if there is no data.

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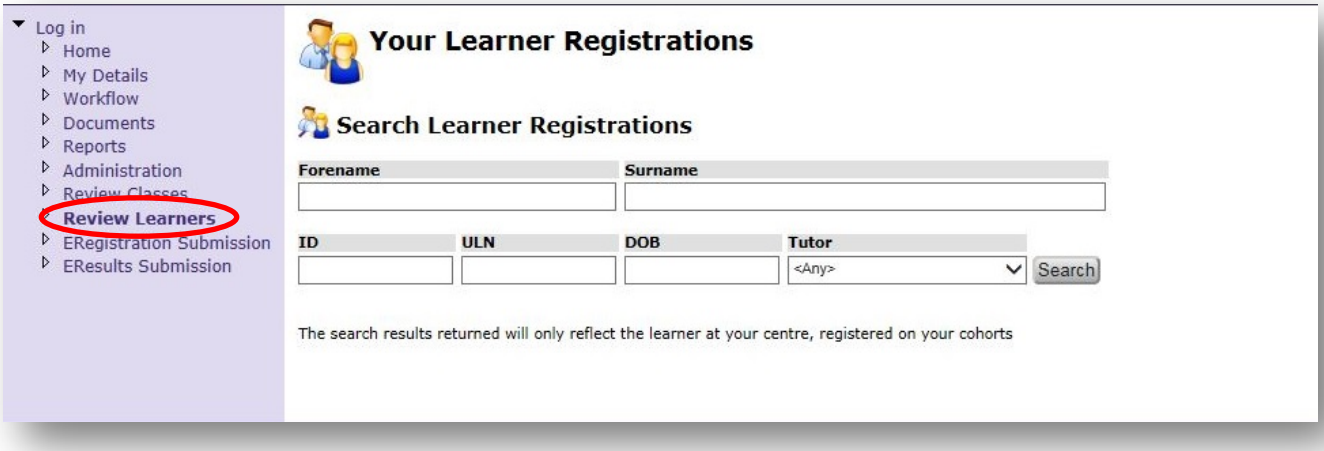
Review Learners

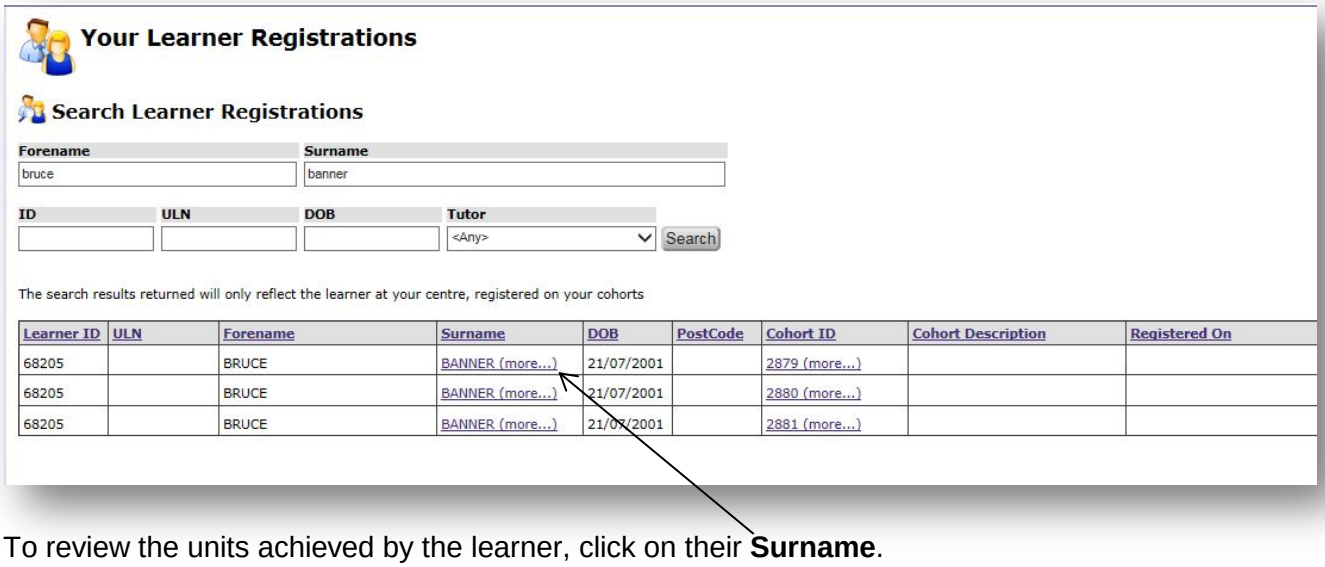
This screen allows you to review Learner's registrations at your centre. You can search for a specific learner and view their unit history.



You can search by:
Forename
Surname
Date of Birth (DOB)

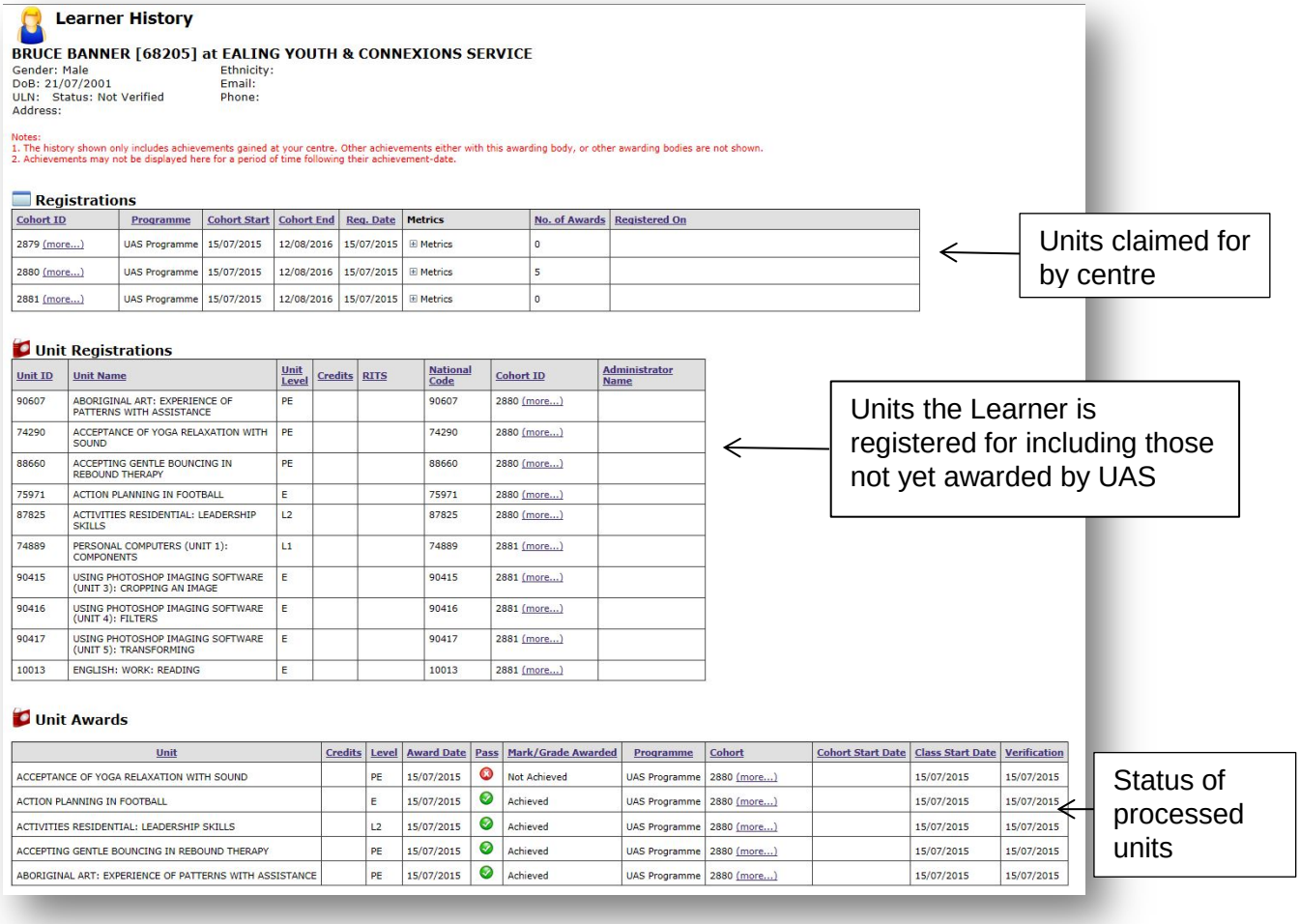
Please note that the search results will only show the learners at your centre.

The screen below is an example of what your search will return.



To review the units achieved by the learner, click on their **Surname**.

You will view the following screen, **Learner History**.



Learner History

BRUCE BANNER [68205] at EALING YOUTH & CONNEXIONS SERVICE
Gender: Male
DoB: 21/07/2001
ULN: Status: Not Verified
Address:
Ethnicity:
Email:
Phone:

Notes:
1. The history shown only includes achievements gained at your centre. Other achievements either with this awarding body, or other awarding bodies are not shown.
2. Achievements may not be displayed here for a period of time following their achievement-date.

Registrations

Cohort ID	Programme	Cohort Start	Cohort End	Reg. Date	Metrics	No. of Awards	Registered On
2879 (more...)	UAS Programme	15/07/2015	12/08/2016	15/07/2015	Metrics	0	
2880 (more...)	UAS Programme	15/07/2015	12/08/2016	15/07/2015	Metrics	5	
2881 (more...)	UAS Programme	15/07/2015	12/08/2016	15/07/2015	Metrics	0	

Units claimed for by centre

Unit Registrations

Unit ID	Unit Name	Unit Level	Credits	RITS	National Code	Cohort ID	Administrator Name
90607	ABORIGINAL ART: EXPERIENCE OF PATTERNS WITH ASSISTANCE	PE			90607	2880 (more...)	
74290	ACCEPTANCE OF YOGA RELAXATION WITH SOUND	PE			74290	2880 (more...)	
88660	ACCEPTING GENTLE BOUNCING IN REBOUND THERAPY	PE			88660	2880 (more...)	
75971	ACTION PLANNING IN FOOTBALL	E			75971	2880 (more...)	
87825	ACTIVITIES RESIDENTIAL: LEADERSHIP SKILLS	L2			87825	2880 (more...)	
74889	PERSONAL COMPUTERS (UNIT 1): COMPONENTS	L1			74889	2881 (more...)	
90415	USING PHOTOSHOP IMAGING SOFTWARE (UNIT 3): CROPPING AN IMAGE	E			90415	2881 (more...)	
90416	USING PHOTOSHOP IMAGING SOFTWARE (UNIT 4): FILTERS	E			90416	2881 (more...)	
90417	USING PHOTOSHOP IMAGING SOFTWARE (UNIT 5): TRANSFORMING	E			90417	2881 (more...)	
10013	ENGLISH: WORK: READING	E			10013	2881 (more...)	

Units the Learner is registered for including those not yet awarded by UAS

Unit Awards

Unit	Credits	Level	Award Date	Pass	Mark/Grade Awarded	Programme	Cohort	Cohort Start Date	Class Start Date	Verification
ACCEPTANCE OF YOGA RELAXATION WITH SOUND		PE	15/07/2015		Not Achieved	UAS Programme	2880 (more...)		15/07/2015	15/07/2015
ACTION PLANNING IN FOOTBALL		E	15/07/2015		Achieved	UAS Programme	2880 (more...)		15/07/2015	15/07/2015
ACTIVITIES RESIDENTIAL: LEADERSHIP SKILLS		L2	15/07/2015		Achieved	UAS Programme	2880 (more...)		15/07/2015	15/07/2015
ACCEPTING GENTLE BOUNCING IN REBOUND THERAPY		PE	15/07/2015		Achieved	UAS Programme	2880 (more...)		15/07/2015	15/07/2015
ABORIGINAL ART: EXPERIENCE OF PATTERNS WITH ASSISTANCE		PE	15/07/2015		Achieved	UAS Programme	2880 (more...)		15/07/2015	15/07/2015

Status of processed units

Registrations – This lists every cohort the learner had claimed units in.

Unit Registrations – A breakdown of the units registered against the learner (and the corresponding cohort).

Unit Awards – Here you will see the units for the learner which have been processed through to award by UAS. Units awarded will show **Achieved**, units not awarded will show Not **Achieved**.

Logging Out

To log out of Gateway, use the link at the top right hand side of the page.

If you come across any issues that cannot be answered in our Frequently Asked Questions overleaf, please contact the UAS team.

E: unitawardscheme@aqa.org.uk
T: 01423 534235

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Gateway

Frequently Asked Questions

If you have any questions that have not been answered in this section, or you are still experiencing problems, please contact the UAS team on T: 01423 534235 or e-mail unitawardscheme@aqa.org.uk

Technical help

Q. **Do I need a specific operating system to use Gateway?**
A. No, you can access Gateway from any operating system.

Q. **Who do I contact if I have ICT/Technical problems with Gateway?**
A. The UAS team will be happy to help.

Q. **The links you sent me do not work.**
A. Please make sure you have used/copied the link correctly. Please make sure your pop up blocker is turned off. Try another PC and/or internet browser (Internet Explorer, Chrome etc). If you are still experiencing difficulties contact us for further help and guidance.

Q. **Gateway keeps logging me out.**
A. Inactivity on the screen will cause Gateway to log out.

Logging on and user accounts

Q. **I have not received any login details**
A. Please contact us at unitawardcsheme@aqa.org.uk

Q. **I can't type anything on the login screen.**
A. Have you clicked in the terms and conditions box? The screen will only be active when you have done this. If you have ticked the box please contact us for further help.

Q. **I have forgotten my username and or password**
A. If you do not know your username please email us at unitawardscheme@aqa.org.uk
If you have only forgotten you password click on the forgotten password link and/or see this section in the user guide.

Q. **My username is not recognised**
A. Please contact us at unitawardcsheme@aqa.org.uk

Q. **How do I change my password?**
A. On the My Details screen there is a link to change your password click this and then follow instructions on screen or in user guide.

Q. **Can other members of staff use my account?**
A. No, it is important that your login remains secure. If you wish other staff to have access to Gateway then you need to complete a Co-ordinator amendment form to add them as additional Co-ordinators.

Q. **If we have more than one Co-ordinator, will each have their own account?**
A. Yes.

Q. **What happens if a new Co-ordinator joins our centre?**
A. When you submit a Co-ordinator amendment form to add additional Co-ordinators, user access will be given automatically when the form is processed.

Q. **On the My Details screen, my displayed details are incorrect.**
A. Please contact us at unitawardcsheme@aqa.org.uk

Q. **What happens if I move to a different centre?**
A. You will need to register as a Co-ordinator at the new centre, if they already use the scheme. Your login details will remain the same but you will only be able to see the new centres learners and cohorts.

Q. **I am no longer to be Co-ordinator, how do I deactivate my account?**
A. Please contact us at unitawardcsheme@aqa.org.uk and we will suspend your access.

Claim Forms

Q. **Can I still use and email the old Assessment Form to UAS?**
A. No, from 1st September 2015 all claims must now be submitted via Gateway. This will improve the speed of processing, remove any manual errors and create a more streamlined system.

Q. **How should I list my Learners on a Claim Form?**
A. We suggest that you list your learners in alphabetical order by surname. This will make it quick and easy to check certificates when they are sent to you.

Q. **I do not have a date of birth for a Learner.**
A. It is important to obtain a date of birth for your learners. However, if this is not obtainable, please use 01/01/1900.

Uploading a Claim

Q. **My Claim Form won't upload**
A. Please check that you are using the latest version of the claim form, available on the Administer page of our website. If you are receiving an error message please take a screen shot and contact the UAS team.

Q. **Where has my submitted Claim Form gone?**
A. Your claim form has been processed through the system and will be awaiting verification by your assessor, if applicable, or will be with the UAS team for production of certificates.

Q. **Can I upload a Claim Form at any time?**
A. Yes.

Q. **Can I upload a Claim Form with just one Learner?**
A. Yes.

Q. **Is there a maximum number of Learners and Units I can submit on one Claim?**
A. A Learner cannot claim for more than 38 Units on one Claim.

Q. **Should I save local copies of Claim Forms?**
A. You may do so if you wish but the claim will be held in the system and visible in the review classes screen, see user guide for viewing instructions.

Q. **I need to amend a Submission.**
A. If you have not yet confirmed your submission you can still withdraw and amend it, see user guide for instructions. If your claim has been confirmed and is awaiting verification or processing then it is not possible for you to amend it. If you wish to add additional learners and/or units you will need to create another claim form just containing these additional items and upload as a separate claim in the normal way. If there are errors on the claim you have submitted, ie learners or units which need to be removed the you will need to provide the relevant details to UAS at unitawardsheme@aqa.org.uk

Q. **Can I upload more than one Claim at a time?**
A. You can only add one file at a time but you can add extra files by repeating the process. You should only need to do this if you have made an error on the first claim and you have additional learners or units to add.

Q. **I have missed a Learner on my Claim.**
A. If you wish to add additional learners and/or units you will need to create another claim form just containing these additional items and upload as a separate claim in the normal way.

Q. **Can I delegate submissions to anyone else in my centre?**
A. You must not share your logon details with anyone. If you wish another member of staff to be able to upload submissions they should be registered as an additional Co-ordinator and will receive their own personal logon.

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